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Approved For Release 2003/12/02 : CIA-RDP57-00384R000100150005-2

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MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Procedures

REFERENCE : Memo for DD/A from CAO/DDP dated 28 Aug 52, subject:
"Procedures"

1. In response to the referenced memorandum, there is attached a list of the points of contact for each of the administrative offices for both routine liaison and for particularly sensitive cases.

2. In order that the chiefs of the administrative offices may be advised of the fundamental policy involved in support of operations, a copy of the referenced memorandum and a copy of the list have been provided to each.

3. This Office is in full accord with your recommendation that the Office of the Deputy Director (Administration) be responsible for providing logistics and other support planning services to meet the requirements of Deputy Director (Plans) activities, including major assistance in budget preparations.

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L. K. WHITE
Acting Deputy Director
(Administration)

1 Att - List of Points of Contact

cc: ADDA(DAS)
Gen Coun ✓
Auditor
AD/P
Comptroller
Medical
C/P&SO
C/GS

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